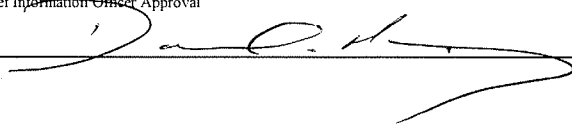




King County Information Technology Governance Policies & Standards

Policy Title Internet and World Wide Web Usage Policy	Document Code No.
Chief Information Officer Approval 	Effective Date. December 16, 2004

1.0 PURPOSE:

To establish policies regarding the proper access and use of the Internet and World Wide Web, while protecting County security and assets.

2.0 APPLICABILITY:

Applicable to King County Government.

3.0 REFERENCES:

3.1 King County Board of Ethics Advisory Opinion 96-08-1146

3.2 Public Disclosure Act RCW Chapter 42.

4.0 DEFINITIONS:

4.1 **Internet:** a global set of interconnected smaller networks that transfer data between computer applications.

4.2 **World Wide Web:** a world wide set of documents, software, and the rules to connect them; one of the services offered across the Internet; often abbreviated as WWW.

4.3 **Download:** to copy and retain computer files.

4.4 **Web Server:** a computer that is at least partially dedicated to processing WWW requests; a server that has an Internet application that services protocol requests.

5.0 POLICIES:

5.1 General Use of the Internet and World Wide Web

5.1.1 Employees may use the Internet and the World Wide Web to promote official County business.

5.1.2 County prohibits the use of County equipment for personal gain, private business, commercial advantage, or political advantage.

5.1.3 All communications written via the Internet should be professional, appropriate, and lawful.

5.1.4 Personal opinions or preliminary observations should be clearly identified as such.

- 5.1.5 Employees are advised that Internet communications are subject to public disclosure and discovery in the event of lawsuits.
 - 5.1.6 Employees should access, download, or forward only appropriate, professional, or lawful material on County equipment.
- 5.2 Downloading Files from the World Wide Web
 - 5.2.1 Files copied and retained from a non-County Web site must be promptly scanned by County staff for viruses. Contact your LAN administrator or computer manager before copying files from a non-County source.
- 5.3 Software Licensing
 - 5.3.1 Employees may only download software from the World Wide Web for which they have authorized licenses or when waivers of licenses are included.
- 5.4 Establishing Internet Sites
 - 5.4.1 Internet Web servers may only be established with prior approval by ITS. Contact ITS HELP DESK (684-1875) for further information.
 - 5.4.2 All physical connections to the Internet (phone lines, servers, modems, etc.) must be made with prior approval through the ITS HELP DESK (684-1875).
- 5.5 Penalties
 - 5.5.1 Failure to comply with these policies may result in the removal or restriction of Internet or computer access privileges, disciplinary action, or both.
- 6.0 RESPONSIBILITIES:
 - 6.1 ITS is responsible for approving all physical connections to the Internet.
- 7.0 POLICY GUIDELINES:
 - None.